



ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title

**THE POSTING OF JOB OPPORTUNITIES AND THE
APPOINTMENT OF STAFF**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 4-15-2-1 <i>et seq.</i> IC 11-8-2-5(a)(3) IC 11-8-2-5(a)(8) IC 11-8-2-8	04-03-102 04-03-108	ACA: ACI: 3-4037 JTS: 1C-03, 1C-08, 1C-09 CO: 1A-10, 1C-09, 1C-10, 1C-12, 1C-13, 1C-14, 1C-16

I. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. Applicant: A person who files a formal application.
- B. Central Office personnel: Department executive and support staff assigned to the main administrative offices of the department.
- C. Class: One or more positions sufficiently similar in duties, authority and responsibility to warrant the same schedule of pay and minimum qualifications.
- D. Demotion: A regular employee's change from one (1) class to another class having a lower maximum salary.
- E. Eligible list: A list of individuals qualified for appointment to a position in a particular class (open-competitive or promotional) certified by the State Personnel Department (centralized classes) or hiring agency or facility (decentralized).
- F. Ex-offender: A person of any age convicted of a crime or a juvenile adjudged delinquent whose commitment to the department has been discharged.
- G. Human Resources Director: The Central Office staff person responsible for the supervision of department personnel functions.

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 2	Total Pages 8
---------------------	----------------------------	-----------	------------------

Title

**THE POSTING OF JOB OPPORTUNITIES AND THE
APPOINTMENT OF STAFF**

- H. Job Bank Posting: The job vacancy notice requisition submitted to the State Personnel Department to fill a vacant or new position.
- I. Lateral Transfer: A change of a regular employee from one (1) position to another position in the same or similar class with essentially the same basic qualifications and maximum salary.
- J. Minimum qualification: The minimum experience and/or education requirements that an applicant must possess to be considered for employment.
- K. Promotion: A change of a regular employee from one (1) class to another class with a higher maximum salary.
- L. Recruitment: Any activity intended to expose persons outside of the department to job opportunities within or to acquaint department staff with lateral or promotional opportunities.
- M. Settlement Agreement: The agreements between the state/department and the approved bargaining units for employees.

II. APPOINTING AUTHORITY:

Pursuant to Indiana Code 11-8-2-5(a)(3), the Commissioner is the appointing authority for all merit positions in the department. Furthermore, the Commissioner has the authority to delegate the powers and duties of the appointing authority to other staff of the department. IC 11-8-2-5(b)(2). For the purposes of these administrative procedures, except as otherwise stated herein, the Commissioner designates the Facility Head as the appointing authority for the facility in which the Facility Head has operational authority.

III. RECRUITMENT PROGRAM:

The department shall establish and maintain a recruitment program to:

- A. Notify and encourage the employment of qualified persons;
- B. Promote departmental professionalism;
- C. Enhance departmental efficiency;

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 3	Total Pages 8
Title THE POSTING OF JOB OPPORTUNITIES AND THE APPOINTMENT OF STAFF			

- D. Assist in the attainment of departmental affirmative action goals and the attainment of a diversified workforce; and,
- E. Encourage retention of productive staff.

IV. RECRUITMENT OF APPLICANTS:

To promote recruitment, the Human Resources Director may:

- A. Provide access to the State Personnel Job Bank;
- B. Perform career counseling sessions for department staff regarding promotional opportunities;
- C. Develop written material to assist in recruitment efforts (i.e. pamphlets, handouts and brochures);
- D. Present to community organizations and schools;
- E. Participate in various expositions (i.e. job fairs);
- F. Make regional or college/university visits; and/or,
- G. Advertise through the various forms of the media.

V. POSTING OF JOB OPPORTUNITIES:

Central Office and each facility shall prepare and maintain at least one area for posting the current Job Bank.

These postings shall include:

- A. The current State Personnel Job Bank;
- B. Specific facility vacancies (including post assignment and position qualification per the Settlement Agreement[s]);
- C. Information on the application process (including decentralized classes); and,
- D. Information on the lateral transfer process (per the Settlement Agreement[s]).

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 4	Total Pages 8
Title THE POSTING OF JOB OPPORTUNITIES AND THE APPOINTMENT OF STAFF			

VI. APPLICATION FOR EMPLOYMENT OR PROMOTION:

An applicant or staff person who desires to be considered for employment or promotion must initiate the process by acquiring and completing State Form 22477, APPLICATION FOR EMPLOYMENT. The applicant shall return the completed form to the location cited in the Job Bank posting.

The State Personnel Department or decentralized facility human resources staff shall evaluate the application to determine if the minimum qualifications have been met, assign an appropriate score and schedule the applicant for any applicable testing in accordance with established procedure. Upon assignment of a passing score, the applicant's name shall be placed on an appropriate certified eligible list.

VII. REQUEST AND COMPLETION OF AN ELIGIBLE LIST:

When a vacancy occurs or will soon exist, the Facility Head or designee may direct human resources staff to post the vacancy. The facility shall run a certified eligible list for the applicable position. This list shall be completed by facility human resources staff according to established State Personnel Department procedures.

VIII. SELECTION AND APPOINTMENT OF STAFF:

Each Facility Head or designee shall, upon receipt of a certified eligible list, interview and select an employment candidate according to the requirements of the State Personnel Department procedures. However, the Commissioner or designee shall review the following classes prior to final selection and announcement:

- A. Assistant Correctional Superintendent;
- B. Business Administrator;
- C. Correctional Casework Manager;
- D. Correctional Captain;
- E. Correctional Lieutenant;
- F. Correctional Major;
- G. Correctional Unit Team Manager;

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 5	Total Pages 8
---------------------	----------------------------	-----------	------------------

Title

**THE POSTING OF JOB OPPORTUNITIES AND THE
APPOINTMENT OF STAFF**

- H. Education Director;
- I. Labor Relations Designee;
- J. Personnel Officer;
- K. Physical Plant Director;
- L. Program Director, and,
- M. All Professional and Technical 2 (PAT 2) and above positions.

A panel format should be used when interviewing an applicant. The panel should consist of three (3) staff persons familiar with the duties and responsibilities of the particular position. To ensure that there is a minimum disruption in the operation of a small facility, a panel of two (2) staff persons may be used. The panel shall, to the extent possible, reflect the diversity of the facility and have knowledge of a cross-section of the duties and responsibilities of the facility, working knowledge of personnel matters as well as documented training in employment interviewing and selection. An example of an interview panel for a correctional officer might consist of the personnel officer, another administrative staff person and a lieutenant, captain or major; however, in a smaller facility, the panel might consist of a Facility Head and a lieutenant or sergeant.

All lateral transfer requests for a specific vacancy for any union represented class shall be filled pursuant to the applicable Settlement Agreement.

Upon selecting an employment candidate, human resources staff shall submit State Form 45123, PERSONNEL ACTION FORM, to the State Personnel Department. The above listed classes shall be forwarded through the appropriate chain of command for review by the Commissioner prior to hiring or promotion.

IX. DOUBLE-FILLING A POSITION:

There may be a need to place multiple staff persons on the same position number for a short period of time (e.g., extended on-the-job training requiring more than two (2) weeks, sick leave, military leave, family medical leave etc.). To double-fill a position, the Facility Head or designee shall prepare a compensation request. This request may include the following documents (please contact the Compensation Section to determine which documents are required for the specific double-fill position):

- A. Compensation Approval/Tracking form (as required);

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 6	Total Pages 8
Title THE POSTING OF JOB OPPORTUNITIES AND THE APPOINTMENT OF STAFF			

- B. Exception to Hiring Freeze form (as required);
- C. Employee Leave Replacement form – to obtain pertinent specific information regarding the projected length of leave, type of leave and position information;
- D. Budget Impact Statement (if applicable);
- E. Organizational chart (if applicable);
- F. Job description (if applicable);
- G. Job Bank Exception letter (if applicable); and,
- H. Completed Employment Application (if applicable).

Upon receiving the compensation request, the Compensation Section shall deny or recommend approval of the double-fill request. The Commissioner shall then approve or deny the request. If approved, the request shall be forwarded to the State Personnel Department. The facility shall be notified of the final decision, and if applicable, receive a copy of the approval.

Before double-filling a position, the Facility Head or designee shall notify the staff person of the double-fill stipulations and the possible outcome if the staff person returns from leave. Military leave guidelines shall be followed when staff return from military leave.

X. WORKING OUT OF CLASS:

Pursuant to the State Personnel Department merit rules (31 IAC 2-4-2), the Facility Head may assign unrelated job duties that are the core of a higher class position to a lower class position for no more than four (4) consecutive calendar weeks. Further stipulations may be required by the applicable Settlement Agreement.

When a vacancy occurs, the Facility Head shall ensure that high level administrative duties and all supervisory/managerial duties flow upward not downward. Other vacant duties may be distributed to several staff persons to ensure no one person is performing the higher level duties a majority of his/her workday. Another strategy to avoid working a staff person out of class is to rotate the duties for four (4) weeks among the available staff. Do not promote someone

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 7	Total Pages 8
Title THE POSTING OF JOB OPPORTUNITIES AND THE APPOINTMENT OF STAFF			

into a vacant position with the sole intention of removing the staff person once interviews are conducted and a final candidate is chosen.

XI. REQUESTS FOR MINIMUM QUALIFICATIONS CHANGES:

The State Personnel Department has the authority to revise the minimum employment qualifications when necessary.

Requests originating from within the department shall be forwarded first to a Facility Head who shall review and evaluate the proposal. If further consideration is desired, the request for minimum employment qualification changes shall be forwarded through the appropriate chain of command and then to Central Office Human Resources staff for review and submission to the State Personnel Department.

XII. EX-OFFENDER EMPLOYMENT:

The department endorses the employment of those persons who meet the minimum employment qualifications for positions within the department regardless of previous status as an offender committed to the department. The department will not hire offenders who are under the department's jurisdiction. Ex-offenders shall not be considered for employment for at least 12 months after being successfully discharged from a facility or community correction program, parole or probation. Furthermore, due to the nature of certain positions within the department, such as custody or security positions, ex-offenders may be restricted from some job classes and/or some employment locations. Additionally, persons shall not be considered for employment in the department for a period of 12 months after receiving a finding of guilt for a felony or misdemeanor without the written approval of the Commissioner.

The department's Central Warrants Unit shall conduct a background check on all individuals being considered for employment with the department.

XIII. NEPOTISM:

Staff shall comply with the provisions on nepotism contained in the administrative procedures for Policy 04-03-103, "Information and Standards of Conduct for Departmental Staff" and state statute.

Staff are prohibited from employing and supervising the following family members: father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece or nephew.

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 11/15/04	Page 8	Total Pages 8
Title THE POSTING OF JOB OPPORTUNITIES AND THE APPOINTMENT OF STAFF			

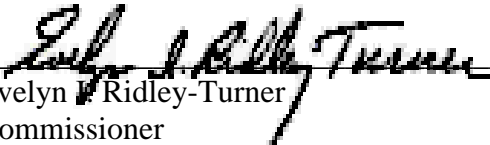
XIV. REHIRE/REEMPLOYMENT OF DISMISSED STAFF:

If a Facility Head or Division Director wishes to rehire or reemploy a person who was previously terminated, resigned in lieu of termination or is listed as not eligible for rehire by the department, he/she shall contact the Human Resources Director for approval prior to extending an employment offer.

XV. APPLICABILITY:

These administrative procedures are applicable to all department facilities and staff.

The department reserves the right to deviate from these procedures with the approval of the State Personnel Department whenever it is appropriate to ensure that the needs of the department are met.



Evelyn F. Ridley-Turner
Commissioner

10/21/04
Date